



BIDDING WITH THE DEPT. OF PUBLIC WORKS

CITY OF MILWAUKEE

- ❖ How to find Department of Public Works project advertisements and documents.
- ❖ What is required of a bidder.
- ❖ What to submit to complete your bid with DPW.
- ❖ Bidding process and what to expect.



GETTING STARTED



E-NOTIFY

- SIGN-UP [HERE](#) TO RECEIVE CITY INFORMATION BY EMAIL
- RECEIVE FREE EMAIL NOTIFICATIONS FOR EVERY BID NOTICE ADVERTISED BY THE CITY.



CUSTOMIZE YOUR NOTIFICATIONS

E-Notify : Communications from Milwaukee City, County, Public Schools, Elected Officials, and Agencies

Email Subscriptions | Location Based Subscriptions | **Bid Subscriptions** | Text Messaging | Update Information | Logout

PLEASE NOTE: This notification service is not intended to be relied upon to ensure a property is free of code violations and lack of receiving a text message or email is not a defense for having the violation. In addition, repeat offenders are subject to citations based on current Department policy.

Email subscriptions for

CUSTOMIZE YOUR NOTIFICATIONS

CHECK THE BOXES THAT FIT YOUR BUSINESS SERVICES

☒ Bid Notices - Construction (from City of Milwaukee, County of Milwaukee, and Milwaukee Public Schools)

- | | | |
|--|---|--|
| <input type="checkbox"/> Building maintenance repairs | <input checked="" type="checkbox"/> DPW Recreation facilities | <input type="checkbox"/> General construction |
| <input type="checkbox"/> DCD/NIDC Residential Rehabilitation | <input checked="" type="checkbox"/> DPW Sewer & water mains | <input type="checkbox"/> Masonry |
| <input checked="" type="checkbox"/> DPW Bridge structures | <input checked="" type="checkbox"/> DPW Water works facilities - Construction | <input type="checkbox"/> Milwaukee County Construction |
| <input checked="" type="checkbox"/> DPW Buildings - Construction | <input type="checkbox"/> Elevator maintenance and repair | <input type="checkbox"/> Railroads |
| <input checked="" type="checkbox"/> DPW Forestry | <input type="checkbox"/> Floor refinishing and repair | <input type="checkbox"/> Other construction |
| <input checked="" type="checkbox"/> DPW Paving | | |

RECEIVING NOTIFICATIONS



A link is provided in your e-notify notification that will take you to DPW's Bidding page. You may view the Official Notice ad, access the plan holders list, and all project specs and plans.

DPW Official Notice Information

City 2014 > Department of Public Works

DPW Official Notice Information for #26, 2022

[Official Notice Document](#)
[Plan Holders List](#)
[Accompanying documents](#)



Index of /bids/docs/26-2022				
	Name	Last modified	Size	Description
	Parent Directory		-	
	26 - 2022 Bid Package.pdf	27-Apr-2022 14:01	6.7M	
	Plan Files.zip	27-Apr-2022 14:01	7.2M	
	Plan Files/	27-Apr-2022 14:06	-	

REQUIREMENTS FOR BIDDING

- Meet the bonding requirements
- Carry and maintain liability insurance:
 - General Liability of \$1M
 - Worker's Comp of \$500k
 - Automobile Liability of \$1M
 - Umbrella Liability of \$5M



REQUIREMENTS FOR BIDDING

SOCIAL PROGRAM REQUIREMENTS:

- Small Business Enterprise (SBE) Participation
 - 25% of total contract award to be reserved for firm/subcontractor with SBE certification.
- Resident Preference Program (RPP) Participation
 - 40% of all work hours attributed to employees with RPP certification
 - 25% of all required RPP hours attributed to employees living in “high poverty” zip codes
 - Contact DPW for a list of Community Based Organizations available to help you meet RPP workforce requirements
- Apprentice Provisions



HOW TO START AS A SUBCONTRACTOR

REGISTERING AS A SMALL BUSINESS ENTERPRISE (SBE)

Contact the Office of Equity and Inclusion (OEI) at (414) 286-5553 or visit their [website](#) to begin the registration process.

Small Business Development

The city's small business development programs are designed to assist and protect the interests of emerging and small businesses. All businesses seeking certification as a City of Milwaukee Small Business Enterprise are required to complete an application.

[Apply for SBE Certification](#)

[Search SBE Directory](#)

REQUIRED DOCUMENTS FOR SUBMITTAL

FOR A BID TO BE “RESPONSIVE”, THE FOLLOWING MUST BE SUBMITTED:

- DPW-125 Cover Page
- Unit Prices (your bid prices)
- Acknowledgements Page
- Signature Page
- Non-collusion Affidavit
- Disclosure of Ownership
- SBE Compliance Plan (Form A), fully executed
- Bid Bond in the required amount (usually 10% of bid, unless listed otherwise)
- Additional Documents (project-specific and outlined in bid package)



DOCUMENTS VISITED

FORM DPW-125 (REV. 7/20/05)

OFFICIAL NOTICE NO. _____
Project No. _____

B I D

City of Milwaukee
Department of Public Works
Room 501 - Frank P. Zeidler Municipal Building
841 North Broadway
Milwaukee, Wisconsin 53202

(Bids Close: _____ Time and Date)

Submit bids to: **City of Milwaukee**
Department of Public Works Contract Office
Room 506, 841 North Broadway
Milwaukee, Wisconsin 53202.

The undersigned _____
(A Corporation) (A Partnership) (An Individual)
(use one)

of _____
Street City Zip Code Telephone Number

hereby proposes to furnish work, material, labor and services as set forth in the description in the Invitation to Bid at and for the prices hereinafter named according to the provisions in the Official Notice and the Invitation to Bid, Detail Specifications, Special Provisions, Addenda's, if any, and Plans for this particular project on file in the office of the Commissioner of Public Works, and if successful, hereby agrees to enter into a contract with the City of Milwaukee with such sureties as required and set forth in the aforesaid documents for the performance of said contract (said contract form being on file in the office of the Commissioner of Public Works), and in accordance with the terms and conditions set forth in the contract documents, to-wit: written agreement, official notice, invitation to bid, bid, instructions to bidders, detail specifications, special provisions, special conditions when applicable, plans, schedule of fixed prices, supplemental agreements and all addenda.

In case of obtaining the award, the undersigned bidder anticipates using, subject to the approval of the Commissioner, the following subcontractors, with the class of work to be performed by each, which list should not be added to nor altered without the written consent of the Commissioner:

Name of Proposed Subcontractors	Class of Work	Amount	Check Box if SBE

DPW-125

UNIT PRICES

OFFICIAL NOTICE NO. 26-1-2022

For Asphalt resurface, replace curb and gutter and sidewalk as necessary

(ST211200134)

**E. Tripoli Av. - A Point 135'+/- East of S. Kansas Av. to S. Brust Av.
(ST211200137)**

S. Lenox St. - E. Norwich St. to E. Howard Av.

14th Aldermanic District

ALL BIDS MUST BE TYPED OR PRINTED

30500	MOBILIZATION	1 Lump Sum
(Bid in figures)	\$ _____	Lump Sum
(Bid in words)	\$ _____	Lump Sum
30501	FINISHING ROADWAY	1 Lump Sum
(Bid in figures)	\$ _____	Lump Sum
(Bid in words)	\$ _____	Lump Sum
30606	BARRICADING AND SIGNING	1 Lump Sum
(Bid in figures)	\$ _____	Lump Sum
(Bid in words)	\$ _____	Lump Sum
40121	CUTTING	159.00 cu. yd.
(Bid in figures)	\$ _____	per cu. yd.
(Bid in words)	\$ _____	per cu. yd.
40131	FILLING	13.00 cu. yd.
(Bid in figures)	\$ _____	per cu. yd.
(Bid in words)	\$ _____	per cu. yd.

DOCUMENTS VISITED

ACKNOWLEDGEMENTS PAGE

Official Notice No. _____
Project No. _____

SMALL BUSINESS ENTERPRISE PROGRAM, RESIDENT PREFERENCE AND APPRENTICESHIP PROGRAM REQUIREMENTS

In submitting this bid, the bidder acknowledges, understands and agrees that submission of a bid shall commit the bidder to comply with the City's requirements as outlined in the SMALL BUSINESS ENTERPRISE PROGRAM (SBE), the Resident Preference Program and the Apprenticeship Program provisions. The bidder also agrees to comply with the specific requirements as follows:

The bidder's commitment for SBE participation on this project is _____ %

The bidder's commitment for Resident Preference Program Participation on the project is _____ %

The bidder's commitment for Apprenticeship Program participation on this project is:
Apprentice(s) from _____ of the following trade(s) are to be employed.

In submitting this bid, the bidder understands that the Commissioner of Public Works reserves the right to reject any and all bids. If written notice of the acceptance of the bid is mailed, telegraphed, or delivered to the undersigned within forty-five (45) days after the opening thereof, the undersigned agrees to execute and deliver the contract in the prescribed form (contract form on file in the office of the Commissioner of Public Works) and furnish the required performance and payment bonds, and to meet such insurance requirements as may be required, within ten days after the receipt of the official notice of award.

This bidder understands that if they are the successful bidder and the contract is awarded, that pursuant to Sec. 7.14, Milwaukee City Charter, 1971 Compilation, as amended, failure to execute and to deliver the contract or to furnish the required insurance and the required security within ten (10) days after receipt of the official notice of award or such extension thereto as the Commissioner only may deem reasonable, the City, in addition to any other legal or equitable remedy which it may have, may annul the award and notice of award, and the bid security of this bidder will be forfeited.

Attached hereto is an affidavit in proof that the undersigned has not colluded with any person in respect to this bid or any other bid for the contract for which this bid is submitted.

We acknowledge the receipt of Addenda _____ to _____ inclusive.

Bidder assures the City and acknowledges that the Official Notice, Special Provisions, if any, Special Conditions where applicable, Invitation to Bid and Bid, Detail Specifications, Addenda, if any, and Plans of this particular project have been read and has a full understanding of the provisions therein.

Rev. 2/12

ACKNOWLEDGMENTS
PAGE

SIGNATURE PAGE

SIGNATURE PAGE – IMPORTANT – THREE(3) SIGNATURES ARE REQUIRED OR BID WILL BE CONSIDERED NONRESPONSIVE.

Rev. 12/2019

Official Notice No. _____
Project No. _____

In signing and submitting this bid, the bidder assures the City of Milwaukee that the Official Notice, Notice to Bidders, Special Conditions where applicable, Invitation to Bid and Bid, Detail Specifications, Special Provisions, schedule of fixed prices, Addenda, and Plans of this particular project have been read and understood and that the furnishing of the subject work, material, labor and services is under bidder's control. If the bidder's performance is contingent upon the acts of another party, the bidder assures that they have the necessary commitments to complete the contract which may be awarded.

Submitted by _____
Name of Bidder (person, firm or corporation)

Telephone No. _____
Fax No. _____

Address _____

(City, State, Zip Code)



MUST BE SIGNED

Signed per _____
(Manual signature required)

Official Capacity _____

BID DATED _____ SBE Contractor: Yes/Designation: _____
No _____

If a Corporation, answer the following:

Incorporated under laws of what state? _____

If a foreign corporation, are you licensed to do business in Wisconsin? _____

SWORN STATEMENT OF BIDDER AS REQUIRED BY SECTION 66.0901 (7) WISCONSIN STATUTES

I, being first duly sworn at _____ (City, State)

on oath state on behalf of said bidder, that I have examined and carefully prepared this proposal from the plans, specifications, and the other contract documents and have checked the same in detail before submitting this proposal; and this sworn statement is hereby made a part of the foregoing proposal.



MUST BE SIGNED

Signature _____

(Title, if any)

Subscribed and sworn to before me this

_____ day of _____, 20____

Notary Public, _____ County

State of _____

(Notary Signature)

My commission expires _____

DOCUMENTS VISITED

NON-COLLUSION AFFIDAVIT

State of _____)
County of _____) ss.

_____, being first duly sworn, deposes
and says that:

(1) Bidder is _____
of _____ (owner, partner, officer, representative, or agent)

_____, the Bidder that has
submitted the attached Bid;

(2) Bidder is fully informed respecting the preparation and contents of the attached Bid and of all
pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees,
or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed,
directly or indirectly with any other Bidder, firm, or person to submit a collusive or sham Bid in connection
with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection
with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or
communication or conference with any other Bidder, firm, or person to fix the price or prices in the
attached Bid or of any other Bidder, or to fix any overhead, profit, or cost element of the Bid price or the
Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful
agreement any advantage against the Commissioner of Public Works or any person interested in the
proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion,
conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents,
representatives, owners, employees, or parties in interest, including this affiant.

(Check One)

Signature of: _____

_____ Bidder if the bidder is an individual;

_____ Partner if the bidder is a partnership;

_____ Officer if the bidder is a corporation.

Subscribed and sworn to before me this

_____ day of _____, 20____.

Notary Signature _____

My commission expires _____, 20____.

NON-COLLUSION AFFIDAVIT

DISCLOSURE OF OWNERSHIP

State of Wisconsin
Department of Workforce Development
Equal Rights Division

Disclosure of Ownership

The statutory authority for the use of this form is prescribed in Sections 66.0903(12)(d), 66.0904(10)(d) and 103.49(7)(d), Wisconsin Statutes.
The use of this form is mandatory. The penalty for failing to complete this form is prescribed in Section 103.005(12), Wisconsin Statutes.
Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1) (m), Wisconsin Statutes].

- (1) On the date a contractor submits a bid to or completes negotiations with a state agency, local governmental unit, or developer, investor or owner on a project subject to Section 66.0903, 66.0904 or 103.49, Wisconsin Statutes, the contractor shall disclose to such state agency, local governmental unit, or developer, investor or owner, the name of any "other construction business," which the contractor, or a shareholder, officer or partner of the contractor, owns or has owned within the preceding three (3) years.
- (2) The term "other construction business" means any business engaged in the erection, construction, remodeling, repairing, demolition, altering or painting and decorating of buildings, structures or facilities. It also means any business engaged in supplying mineral aggregate, or hauling excavated material or spoil as provided by Sections 66.0903(3), 66.0904(2), 103.49(2) and 103.50(2), Wisconsin Statutes.
- (3) This form must ONLY be filed, with the state agency project owner, local governmental unit project owner, or developer, investor or owner of a publicly funded private construction project that will be awarding the contract, if both (A) and (B) are met.
 - (A) The contractor, or a shareholder, officer or partner of the contractor:
 - (1) Owns at least a 25% interest in the "other construction business," indicated below, on the date the contractor submits a bid or completes negotiations; or
 - (2) Has owned at least a 25% interest in the "other construction business" at any time within the preceding three (3) years.
 - (B) The Wisconsin Department of Workforce Development (DWD) has determined that the "other construction business" has failed to pay the prevailing wage rate or time and one-half the required hourly basic rate of pay, for hours worked in excess of the prevailing hours of labor, to any employee at any time within the preceding three (3) years.

Other Construction Business

Business Name			
Street Address or P O Box	City	State	Zip Code
Business Name			
Street Address or P O Box	City	State	Zip Code
Business Name			
Street Address or P O Box	City	State	Zip Code
Business Name			
Street Address or P O Box	City	State	Zip Code

I hereby state under penalty of perjury that the information, contained in this document, is true and accurate according to my knowledge and belief.

Print the Name of Authorized Officer

Authorized Officer Signature

Date Signed

Corporation, Partnership or Sole Proprietorship Name

Street Address or P O Box

City

State

Zip Code

If you have any questions call (608) 266-6861

DOCUMENTS VISITED



CITY OF MILWAUKEE | OFFICE OF EQUITY & INCLUSION FORM A – CONTRACTOR COMPLIANCE PLAN

This compliance plan must be completed in its entirety and is a required submission with an Invitation to Bid or a Request for Proposal (RFP) if the solicitation includes an SBE requirement and/or if a Proposer is seeking to earn SBE bonus points as it relates to an RFP. Additionally, in order to qualify, an active (non-expired) certificate confirming Small Business Enterprise (SBE) certification issued by the City of Milwaukee Office of Equity and Inclusion for each SBE firm must accompany this form. The SBE firm must be certified at the time of bid opening and/or RFP closing.

I. GENERAL INFORMATION (REQUIRED)

Bid/RFP # _____ Total SBE % _____ Total proposed Bid/RFP amount \$ _____

Description of SBE Firm Participation

II. PRIME CONTRACTOR INFORMATION (REQUIRED)

Contractor Name _____

Address _____

City, State, Zip Code _____

Contact Person _____ Title _____

Phone Number _____ E-mail Address _____

Prime Contractor City of Milwaukee SBE certified? Yes ☐ No ☐

III. ACKNOWLEDGEMENT (REQUIRED)

I certify that the information included in this Compliance Plan is true and complete to the best of my knowledge. I further understand and agree that this compliance plan is a condition of my Bid/RFP responsiveness. Failure to submit this form with my response and/or meet the specified SBE requirements may render the Bid/RFP unresponsive.

Name of Authorized Representative _____ Signature _____

Title _____ Date _____

“FORM A”

Form DPW-126 (Rev.1/14)

CITY OF MILWAUKEE, WISCONSIN DEPARTMENT OF PUBLIC WORKS LICENSED SURETY CORPORATION BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, _____

of _____
(Street and Number) (City) (State)

as principal and _____ of _____
(Home Office)

as surety are held and firmly bound unto the City of Milwaukee, Wisconsin, hereinafter called City in
the penal sum of _____

_____ Dollars,

to be paid to the City: its successors and assigns, for which payment well and truly to be made, we bind ourselves, and our heirs, executors, and, administrators, or successors and assigns, as the case may be, jointly and severally, firmly by these presents.

WHEREAS, the above bounden principal is making a proposal in writing dated _____

20 _____, to the Commissioner of Public Works of the City, according to Official Notice No _____

20 _____, of said Commissioner for furnishing all material, equipment, labor and everything necessary
for the completion of the work of...

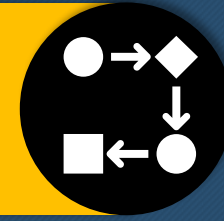
BID BOND

BID OPENING PROCESS



- Open to the Public via electronic meetings. Request access by emailing dpwbids@milwaukee.gov
- All bid bonds, bids, and project-related documents are due by 10:30am
- Results usually posted by 11:30am the same day [here](#)

POST BID OPENING



- Contracts Office will contact the apparent low bidder if recommendation is made by awarding department
- Contracts will be drafted once awarding department has signed off and accepted bid results
- Notice to Proceed will not be issued until contracts are fully executed by the City and Contractor

CONTACT INFORMATION

Department of Public Works – Contracts Office



DYLAN WESTPHAL
PROGRAM ASSISTANT II

414.286.3314

dywest@milwaukee.gov



PACHIA VUE
**CONTRACT COMPLIANCE
OFFICER**

414.286.3309

pvue@milwaukee.gov

Office of Small Business Development (OBSD)



DONTREAL TEAGUE
**BUSINESS INCLUSION
COORDINATOR**

414.286.5948

dteagu@milwaukee.gov



DIRECTOR

414.286.5948